<u>MINUTES</u>

INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE
VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD
April 12, 2005
Richmond, Virginia

MEMBERS PRESENT: James F. McGuirk, II, Chairman
         Chris Caine
         Len Pomata

MEMBERS ABSENT: Jimmy Hazel
         John C. Lee, IV

OTHERS PRESENT: Lem Stewart, Commonwealth Chief Information Officer
         Jerry Simonoff, VITA Strategic Management Services Director
         Dan Ziomek, VITA Associate Director for Project Management
         Paul Lubic, VITA Associate Director for Policy, Practice
          and Architecture
         Mike Sandridge, VITA Project Management Division
         (See Attached Attendance Log)

<u>Call to Order</u>

Mr. McGuirk called the Information Technology Project Review Committee meeting to order at 1:30 p.m. Following a roll call, Mr. McGuirk acknowledged that a quorum of the members was present.

<u>Secretary of Health and Human Resources Presentation</u>

The Honorable Jane H. Woods, Secretary of Health and Human Resources, briefed Committee members on the Health and Human Resources Secretariat. Secretary Woods explained that the Health and Human Resources Secretariat includes agencies responsible for the service delivery and management of the Commonwealth's response to the most critical human resources issues facing Virginia. The Secretariat is made up of 12 agencies and 18 different facilities. These agencies and facilities have more than 16,000 employees and an annual budget of $16.5 billion.

Secretary Woods presented the following top critical business issues faced by Health and Human Resources agencies:
- Realistic reimbursement levels for service providers;
- Resources to improve efficiency of technology across services to include maximum federal financial participation for services and administrative support;

- Shared information input/retrieval information systems with partners;
- Transformation of mental health system;
- Transparent cross-agency processing for services eligibility; and
- Upgrading a minimum of 40% of facilities for health and safety codes.

Secretary Woods advised Committee members of the following priority IT projects:

- Department of Social Services – PPEA- Integrated Social Services Delivery System Project;
- Department of Social Services – Child Support Payment Processing Modernization Project;
- Department of Social Services – Child Support IMS to DB2 Re-engineering Project;
- Department of Rehabilitative Services – Integrated Case Management System Project; and
- Department of Medical Assistance Services – Medicaid Management Information System.

Discussion followed. Secretary Woods stated that the whole effort (IT Consolidation and Transformation) had challenged agencies beyond their budgets. She gave an example of increased costs. Mr. McGuirk asked Secretary Woods if VITA had been responsive to the feedback. Secretary Woods indicated that VITA was willing to discuss the issue, but felt VITA drove "more efforts than it undergirds." Discussion turned to the complexity of federal funding. Health and Human Resources IT efforts are funded by a substantial amount of federal funds. Secretary Woods advised that there were 40 different federally funded programs in the Department of Social Services alone and that each had its own funding stream. Each funding stream also has specific constraints in how the funds are used. Historically, agencies use federal funding streams to accomplish what needed to be done which led to isolated silos. Mr. Caine stated that the IT Project Review Committee should learn a valuable lesson from Secretary Woods' presentation regarding the use of federal funds. The focus should be on the values of being part of an enterprise. Secretary Woods indicated that VITA had done well in assuring major IT project managers were well trained and prepared to lead.

Secretary of Technology Presentation

The Honorable Eugene J. Huang, Secretary of Technology, briefed Committee members on the Technology Secretariat. The Secretariat is responsible for ensuring that the Commonwealth is at the forefront of innovation and is comprised of two agencies – the Virginia Information Technologies Agency and the Center for Innovative Technology. These agencies have an annual budget of $275+ million and over 1,100 employees.

Secretary Huang discussed the priority IT projects for the Secretariat --Transformation, Broadband Communications, and Economic Development. He discussed the three top critical

issues faced by the Technology Secretariat--Improving Customer Service; Delivering Services at a Lower Cost; and Expanding Product and Service Offerings. Discussion followed.

Secretary Huang entertained questions regarding the status of Public Private Partnerships and how we can do a better job of alleviating the fear of Public Private Partnerships. He commented that this would require executive sponsorship and emphasized that the Governor was vested in the process. He further stated that communication is key to insuring buy-in to the process.

Mr. McGuirk stated that VITA and the IT Investment Board have stressed a great deal of emphasis on cost savings, but the message should be communicated that in addition to cost savings, the emphasis is focused on higher efficiency and improved service expectations. The Committee and Secretary Huang discussed the progress and successes related to supply chain management. Secretary Huang stated that procurement reforms have made demonstrable progress and are making the lives of Commonwealth state agencies, vendors, and partner communities better.

Secretary of Commerce and Trade Presentation

Mr. Matt Erskine, Deputy Secretary of Commerce and Trade, briefed Committee members on the Commerce and Trade Secretariat. The Secretariat oversees the economic, community, and workforce development of the Commonwealth, and is comprised of 14 agencies that employ approximately 2,800 people. It conducts business in 97 separate locations across the Commonwealth and in six international offices.

Mr. Erskine presented the following top critical business issues faced by the Commerce and Trade agencies:
- Enhancing opportunities for sustainable economic growth and development in all regions and communities of the Commonwealth;
- Ensuring Virginia has the best trained and prepared workforce;
- Maintaining Virginia's top-ranked business climate;
- Meeting the needs of businesses and stakeholders in the best way possible where state government can and should play an appropriate role and in the context of limited resources;
- Improving Virginia's SWAM procurement performance;
- Ensure best managed state government.

Mr. Erskine advised Committee members of the following priority IT projects:
- Department of Professional and Occupational Regulation - Electronic Access to Government Licensing and Enforcement System (EAGLES);
- Virginia Employment Commission - Customer Contact Centers (CCC); and
- Virginia Employment Commission - Web-Enabled Financial Management System.

In addition, he discussed enterprise-wide initiatives impacting the Secretariat, such as geographic information systems and online Web-based licensing. Discussion followed.

Chris Caine asked if the Board of Accountancy integration into VITA had been resolved. Mr. Stewart stated that it had. Mr. Caine then asked if the Tourism Corporation used technology to reconnect to visitors.   Mr. Erskine stated that the Tourism Corporation is researching ways to employ technology in capturing information about visitors at the visitor centers. Committee members asked about post visit follow-up with visitors. Mr. Erskine replied that he would find out more specifics for the committee.

Discussion ensued regarding small businesses and the use of a business portal. Mr. Erskine stated that the Department of Business Assistance Web site was designed to be a single point of entry for businesses. Mr. Caine stated that there were interesting parallels with the Department of Social Services. Mr. Caine asked if the Mr. Erskine felt that they get disciplined answers to the investment questions. Mr. Erskine stated that they do and that when they don't, they keep pressing for disciplined answers.

Mr. McGuirk asked about collaboration and coordination among agencies at the international level. Mr. Erskine responded that there had been some collaboration, in particular among the Port Authority and the Department of Agriculture and Consumer Services.

Discussion turned to portals in general and how linkages between sites were planned and coordinated. Mr. McGuirk asked if the geographic information system (GIS) at the Department of Mines, Minerals, and Energy was integrated with the Enterprise GIS. Mr. Stewart responded that the agency is taking part in the GIS initiative and that learning management was also an agency collaborative effort. Mr. McGuirk recommended grant administration as another collaborative effort.

Other Business

Mr. McGuirk directed staff to schedule presentations by the Secretary of Administration and the Secretary of Finance in May.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 5:00 p.m.

These Minutes were approved by the Strategic Planning and Review Committee (formerly the IT Project Review Committee) on May 16, 2005.

<u>Attendance Log</u>

<u>Name</u>   <u>Affiliation</u>

Name	Affiliation
Edmond O'Neill	VDOT
Matt Priestas	Auditor of Public Accounts
Mary Beaty	BeeTech
Deborah Vaughn	Dept. of Social Services
Connie White	Dept. of Social Services
Tracy Baynard	McGuire Woods Consulting
Charles Wyte	Vectre Corporation
Billy Barbee	Dept. of Planning & Budget
Jeanne Branch	Dept. of Professional & Occupational Regulation
K. Lyons	MCI
Sheryl Chasse	Eiden Systems
Nancy Biniasz	Eiden Systems
Fred Norman	CVC
Dave Pendergrass	Miten
Sue Kropp	Dept. of Rehabilitative Services
Dennis Hanger	Dept. of Rehabilitative Services
C.W. Laugerbaum	Indigetech
H. F. Jones	Northrop Grumman
Nicole Pugar	Trebor
Steve McCaskill	Mindbank
Chris Law	Bearing Point
Judy Marchand	VITA
Constance Scott	VITA
Richard Barnes	VITA
Melissa Mutter	VITA
Shaunda Triggs	VITA
Jim Peters	VITA
Tom Bradshaw	VITA
Debbie Secor	VITA
Jan Van Horn	VITA
Roz Witherspoon	VITA/ITIB